

DEPARTMENT OF HUMAN SERVICES INSTITUTIONAL REVIEW BOARD Instructions for Researchers

Researchers interested in conducting research involving the Department of Human Services' (DHS) clients, employees, or data must submit a research proposal to be approved by the DHS Institutional Review Board (IRB). The DHS IRB typically meets the third Wednesday of each month. The steps for submitting proposals for review are outlined below:

1. INITIAL PROPOSAL -

- a. Contact the appropriate division representative (see list on DHS/IRB website).
- b. Explain the study and determine whether the division will support and allow the research.
- c. Complete the DHS IRB application for approval and submit to the division representative for initial review no later than the **15th** of the month for review at the next month's IRB meeting. **Applications and all supporting documentation should be submitted electronically.**
- d. Work through any concerns outlined by the division representative after the initial review.
- e. Update proposal packet based on resolutions from d (above) and give updated copies to the division representative by the **30th** of the month for review at the next month's meeting. The division representative will forward the proposal packets to the DHS IRB to place on the agenda for the next month. Please submit packets electronically and number all pages.
- f. IRB meetings are subject to Utah's Open Meetings Act. Meeting minutes and audio recordings are posted to the DHS website. Researchers are welcome to attend the meetings in which their proposals are discussed. If you would like to do so please make arrangements with your division representative.
- g. Researchers should receive a letter with the DHS IRB findings within two weeks of the committee meeting.

2. ONGOING INTERACTIONS –

- a. Researchers should **keep the DHS IRB number and include it on all subsequent correspondence** regarding their research.
- b. The division representative is the primary contact.
- c. Response to conditional approval or deferred findings is encouraged to be done no later than 60 days after receipt of the letter.
- d. Changes to research procedures, informed consents, instruments, questionnaires, or any other part of the research must be submitted to the DHS IRB for approval prior to implementation of the changes. Changes should include a 'tracked changes' view of the original proposal and a clean copy of the new forms.
- e. The researcher is responsible to submit the form for continuing review for any research that will continue beyond the expiration date of DHS IRB approval. The form should be submitted 30 days prior to the expiration date.
- f. Concerns that cannot be resolved by the division representative may be referred to the DHS IRB chairperson.

- g. IRB Reviews. During the course of research, the protocol is subject to review by the DHS IRB and/or the DHS Bureau of Internal Review and Audit (BIRA) to ensure consistency and compliance with the IRB approval. This may include observing the assent and consent process and reviewing other elements of the research as approved by the IRB.
- 3. CLOSING OUT STUDY –
 - a. Once a study is completed send in a closure form along with the results of your study to the division representative.